

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

January 4, 2007

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TITLE:	Administrative Support
POSITION NO:	11142
LOCATION:	Disability Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 3
STARTING SALARY:	\$20,149 - 25,188 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, January 19, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess the required education and be no more than one year short of meeting the required experience. If a training assignment is offered, the starting salary will be a Pay Band 2, salary entry of \$16,672 for the duration of the training assignment, not to exceed two years.

A performance test will be required at time of interview.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position provides adjudicative, technical and administrative support for the disability claims adjudicators for determination, eligibility and receipt of Social Security disability benefits. Provides case control management of Social Security information received from federal Social Security Administration field offices. Transmits,

receives and distributes consultative examination (CE) data and information to professional staff.

KNOWLEDGES, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledges: Knowledge of business English, grammar, spelling, punctuation, letter and report formats, medical terminology; and general office practices and procedures.

Skills: Skill in organization and proficiency in the use of office equipment, personal computer and software packages including Windows XP, Microsoft Word, Outlook and I Levy; analytical skills for retrieving and analyzing complete data utilizing specialized resources, tools and equipment.

Abilities: Ability to communicate effectively and courteously with SSA staff, the public, medical community and all DDS staff under stressful situations and tight deadlines; work independently with little supervision to set own goals; learn new software applications and proofread work for accuracy, completeness and quality.

EDUCATION/EXPERIENCE REQUIRED: A High School diploma or equivalent is required **AND** two years of job-related work experience, basic computer skills and knowledge in Windows XP, Microsoft Word and Microsoft Outlook is required.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Administrative Support
Position: #11142
Location: Disability Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your experience with scheduling appointments.
2. Please describe your proficiency and experience with Microsoft Office and Outlook.